

**CAPITAL CONSTRUCTION ASSISTANCE BOARD  
MINUTES OF THE July 13, 2009 MEETING**

**Meeting Held at:  
State Services Building  
1525 Sherman St.  
Denver CO 80203  
Room B75**

**Monday July 13, 2009**

**I. Call to Order**

- 9:05 a.m. Mary Wickersham called the meeting to order.

**Attendees**

Mary Wickersham – CCAB Chair	Mike Maloney – CCAB Secretary
Norwood Robb – CCAB Vice-Chair	Tim Guiterman – CCAB
Greg Randall – CCAB	Tom Stone – CCAB
Dave Van Sant – CCAB	Ted Hughes – Staff (CDE)
Erica Weston– CCAB Legal Advisor	Scott Newell - Staff (CDE)
Darryl Muir – Staff (CDE)	

**Excused**

Tim White – CCAB	Adele Willson – CCAB
------------------	----------------------

- Agenda reviewed.
- CCAB Chair asked for motion to approve the agenda as presented;
  - So moved by Tom Stone;
  - Norwood Robb 2nds the motion;
  - No discussion;
  - Motion carried.

**II. Review of prior meeting minutes.**

- Dave Van Sant moves to approve the minutes;
- Tim Guiterman 2nds the motion;
- No discussion;
- Motion carried.

**III. BEST Grant Program – Action Item**

- Ted Hughes discussed the Hayden School District Re-1 emergency grant application with the CCAB. Ted Hughes said the State fire marshal cited Hayden Re-1, on his recent inspection of their Elementary School, stating the fire alarm is inoperable and Hayden Re-1 will not be able to occupy the school this fall unless the fire alarm system is replaced.

- Ted Hughes said the district will not be providing a match to this project and cannot pay for it themselves due to their low capital reserve and general fund balances. Additionally, their property tax and ownership tax collections are down significantly and they have declining enrollment, which affects their formula funding.
- Ted Hughes said he, staff and school finance have reviewed this grant and recommend it for approval to the CCAB.
  - Norwood Robb moves to approve the Hayden Re1 Emergency BEST cash grant application for recommendation to the State Board of Education for award;
  - Dave Van Sant 2nds the motion;
  - There was discussion over the numbers presented in the grant application summary and the actual grant request amount. The CCAB Chair asked how the district did not know the fire alarm was not working before the fire marshal did the inspection. Ted Hughes said districts do routine inspections and this happened between their last inspection and the fire marshals inspection.
  - A CCAB member asked if this project has a CDE grant reserve on it. Ted Hughes said no it did not but if the CCAB felt it needed one they could revise the grant amount. There was discussion and the CCAB decided to put a 10% CDE grant reserve on the project for unforeseen issues that may occur. The CCAB Chair said there needs to be consistency on these grant applications and all should have a grant reserve on them.
  - The grant request changed from \$20,550.34 to \$22,605.37 to accommodate a \$2,055.34 grant reserve.
  - A CCAB member wanted to note that a large percentage of school districts across the State have very little in their general fund and capital reserve fund and the CCAB should not set a precedent that they will fund all emergencies due to the district having small fund balances; The CCAB agreed.
  - Mike Maloney reinstated the 2<sup>nd</sup> to approve the Hayden Re-1 Emergency grant, as amended.
  - Motion carried.

#### **IV. Future Meetings**

- There are currently two meetings scheduled for July 22<sup>nd</sup> and 23<sup>rd</sup> to review and recommend grant applications for financial assistance from BEST.
- Ted Hughes recommended to the CCAB that they allow the staff to review each application with them before they start making decisions on which projects to award. The CCAB agreed.

#### **V. Other**

- Ted Hughes told the CCAB they should be receiving their BEST FY09-10 Summary Books today in the mail as well as an email with instructions to login to the assessment portal.
- Ted Hughes told the CCAB that the ranking used for the projects does not take into account the urgency of the project and recommends the CCAB look at the urgency of the projects and possibly re-rank them if necessary. Ted Hughes also stated that he is forming a sub-committee to try and address the issues with the ranking sheet and if any CCAB members wanted to be involved to let him know. The CCAB Chair, and Ted Hughes, noted that the rankings needed to follow the guidelines in statute.
- One CCAB member asked for an electronic spreadsheet of all the projects to help prepare for the upcoming meetings. Ted Hughes said his staff will distribute this to the CCAB.

**VI. Public Comment**

- Seeing none the CCAB Chair asked for a motion to adjourn.

**VII. Adjournment**

- The CCAB Chair makes a motion to adjourn
  - So moved by Mike Maloney;
  - Dave Van Sant 2nds the motion;
  - No discussion;
  - Motion carried;
  - Meeting Adjourned.